

School Portrait and Services Agreement

BARKSDALE SCHOOL PORTRAITS
www.barksdalephoto.com

PICTURES WITH CLASS by Barksdale
www.pictureswithclass.com

HOCKMEYER with Barksdale
www.hockstudio.com



Portrait Agreement	Year: /	Term: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 Years	Rep:	Mileage:
School Name:			School Colors:	Logo:
District Name:				School #:
Address:			Enrollment:	Grade(s):
City:	State:	Zip:	Phone:	Fax:
Principal: _____ Salutation: _____	Email:		Cell #:	
Contact:	Email:		Cell #:	
Secretary:	Email:		Cell #:	
Yearbook Contact:	Email:		Cell #:	
Student List Contact:	Email:		Cell #:	
IT Contact:	Email:		Cell #:	

Fall Picture Day	<input type="checkbox"/> Prepay	<input type="checkbox"/> Spec	<input type="checkbox"/> Proof	<input type="checkbox"/> Family Plan <input type="checkbox"/> Pass it Forward				
Background:	Date:	Start Time:	Absentee/Retake Date:	Start Time:				
Picture Day Location:	Group Location:	Number of Photographers: _____	Group Photographers: <input type="checkbox"/> 1 <input type="checkbox"/> 2					
Parent Helper Vouchers Qty _____ \$ _____	Helpers: <input type="checkbox"/> School OR Barksdale <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3							
Notes:		<input type="checkbox"/> Camera Slips – Ship to School Sort: _____ <input type="checkbox"/> Labels – For photographers Sort: _____ Flyer Sort: _____ Come to Camera by: _____						
Fall Packages/Pricing				Commissions:				
Packages	A	B	C	D	E	F	G	H
Price								
Notes:								

Spring Program	<input type="checkbox"/> Prepay	<input type="checkbox"/> All Students	<input type="checkbox"/> Paying Students	<input type="checkbox"/> Camera Slips	<input type="checkbox"/> Labels	<input type="checkbox"/> Spec	<input type="checkbox"/> Proof
Background:	Date:	Start Time:	Finish Time:				
Picture Day Location:	Group Location:	Photographers: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Group Photographers: <input type="checkbox"/> 1 <input type="checkbox"/> 2				
Return Pictures & Services sorted by:	Helpers: <input type="checkbox"/> School OR Barksdale <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3						
Notes:							
Graduation/Move-Up/Closing		Date: _____ <input type="checkbox"/> Graduation Group Picture					
Grade Level: _____ Enrollment: _____ Cap & Gown Color: _____ Tassel Color: _____ <input type="checkbox"/> Mock Shirt Neck: B _____ G _____ <input type="checkbox"/> Hold Cap <input type="checkbox"/> Wear Cap <input type="checkbox"/> Hold Diploma Certificates: <input type="checkbox"/> Purchasing <input type="checkbox"/> Complimentary							
Notes:							

Groups						
<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> with names	Size:	Date:	Time:	Location:
<input type="checkbox"/> Faculty	# of Staff _____		Size:	Date:	Time:	Location:
<input type="checkbox"/> Large Group	# of Students _____	Grade: _____	Size: _____	Date: _____	Time: _____	Location: _____
<input type="checkbox"/> Complimentary Prints _____	Item of Sale \$ _____	Yearbook Link ONLY _____	Split Image – Yearbook _____			
Notes:						

Composites (8" x 10")		<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> No proof/ship w/ pictures	<input type="checkbox"/> Hard copy proof	<input type="checkbox"/> Proof My Class _____
<input type="checkbox"/> Principal on ALL Composites	<input type="checkbox"/> Teacher	<input type="checkbox"/> Aides on Composites	<input type="checkbox"/> with Names	<input type="checkbox"/> Staff Composite	<input type="checkbox"/> Logo	<input type="checkbox"/> Colors
Notes:						

ID Cards								
Staff	<input type="checkbox"/> Onsite	<input type="checkbox"/> Barcode	<input type="checkbox"/> Employee ID	<input type="checkbox"/> Salutation	<input type="checkbox"/> First Initial	<input type="checkbox"/> First Name	<input type="checkbox"/> Last Name	<input type="checkbox"/> Title: <input type="checkbox"/> Staff <input type="checkbox"/> Other
	<input type="checkbox"/> Ship with pictures	<input type="checkbox"/> Vertical	<input type="checkbox"/> Horizontal	<input type="checkbox"/> Punched	<input type="checkbox"/> Year	<input type="checkbox"/> Colors:	Sort: _____	
Student	<input type="checkbox"/> Onsite	<input type="checkbox"/> Barcode	<input type="checkbox"/> Student ID	<input type="checkbox"/> Grade	<input type="checkbox"/> Home Room	<input type="checkbox"/> Year	<input type="checkbox"/> Other:	
	<input type="checkbox"/> Ship with pictures	<input type="checkbox"/> Vertical	<input type="checkbox"/> Horizontal	<input type="checkbox"/> Punched	<input type="checkbox"/> Colors:	<input type="checkbox"/> Logo	Sort: _____	
<input type="checkbox"/> Visitor _____ <input type="checkbox"/> Volunteer _____ <input type="checkbox"/> Substitute _____		Notes:						

Yearbook	
Yearbook Vendor:	
Scheduled Yearbook Activities Date: _____ Time: _____	<input type="checkbox"/> Activities <input type="checkbox"/> Clubs <input type="checkbox"/> Candids <input type="checkbox"/> Sports <input type="checkbox"/> Other:
Notes:	

Services	
<input type="checkbox"/> Portal <input type="checkbox"/> Record Photo Labels: _____ Sort: _____ <input type="checkbox"/> Certificate Link <input type="checkbox"/> Student Directory # _____ Sort _____ <input type="checkbox"/> Bar Coded Directory <input type="checkbox"/> Holiday Funpack <input type="checkbox"/> Newsletter # _____ <input type="checkbox"/> Student Agendas Calendars: <input type="checkbox"/> Daily Planner # _____ <input type="checkbox"/> Monthly Planner # _____ <input type="checkbox"/> Weekly Planner # _____ <input type="checkbox"/> Large Desk # _____	<input type="checkbox"/> 36 x 24 Mosaic <input type="checkbox"/> Standard OR <input type="checkbox"/> Custom _____ <input type="checkbox"/> 40 x 24 Banner Selections: # _____ # _____ # _____ # _____

Special Software Services (i.e. Lunch Room Program, Library Program)	
District Program: <input type="checkbox"/> CD <input type="checkbox"/> Link	Contact: _____
General Notes:	

The Barksdale group requires 45 day cancellation notice prior to picture day.
Subject to a \$500 administrative fee.

 (INITIALS)

Date: _____ Signature: _____